

APHIS NATIONAL SECURITY PROGRAM

1. PURPOSE

This Notice provides information about the APHIS National Security Program and documents interim APHIS security guidelines. The APHIS National Security Program exists to mitigate loss, damage, or disruption of the APHIS mission. This includes safeguarding property and personnel by establishing guidelines to ensure the adequacy of physical security countermeasures and security planning for APHIS-owned and -leased space.

2. DEFINITIONS

- a. Physical Security Assessments. A security site survey performed at APHIS facilities to determine specific security vulnerabilities and recommend appropriate security countermeasures.
- b. Physical Security Countermeasures. Security deterrence measures implemented after a physical security assessment has been performed to mitigate vulnerabilities.

3. REFERENCES

- a. Department of Justice (DOJ) Vulnerability Assessment of Federal Facilities, dated June 28, 1995.
- b. Department Regulation (DR) 1650-002, Building Safety/Security Occupant Emergency Program, dated 10/7/92.
- c. DR 9610-001, USDA Security Policies and Procedures for Biosafety Level-3 Facilities, dated 8/30/2002.
- d. Secretary's Memorandum (SM)1020-052, Establishment of the Homeland Security Staff, dated 8/15/2002.
- e. SM 1030-054, Delegation of Authority: Agricultural Bioterrorism Protection Act of 2002, dated 12/6/2002.
- f. APHIS Directive 1650.2, Security in Agency Occupied Field Offices, dated 8/18/93.

4. POLICY

It is APHIS policy that the Department of Justice (DOJ) minimum security standards for Federal facilities serve as a baseline for implementation of security standards and countermeasures at all APHIS-owned and -leased facilities. APHIS security considerations may supersede or override DOJ guidelines based on a threat at any particular facility. The DOJ "Vulnerability Assessment of Federal Facilities" Report dated June 28, 1995, established 52 minimum security standards in five separate security levels. In addition to these standards APHIS has considered additional Agency specific factors, such as critical asset protection and essential mission capabilities, as essential ingredients in its security program.

5. FACILITY SECURITY LEVELS

The complete DOJ Vulnerability Assessment of Federal Facilities can be viewed at: <http://www.oca.gsa.gov/dojreport.php>. Entering your name as user name and your Government password as your email address will allow you to access this report. Information about DOJ Security Levels is summarized in this Directive.

6. RESPONSIBILITIES

- a. The APHIS Administrator will provide to Department and Congressional officials an explanation for program funding requests to implement the standards outlined in the DOJ "Vulnerability Assessment of Federal Facilities," dated June 28, 1995. Agency security specialists will provide the Administrator with documentation that explains the DOJ standards on which program funding requests are based.
- b. The Deputy Administrator, Marketing and Regulatory Programs-Business Services, has responsibility for the overall management of the APHIS National Security Program.
- c. APHIS Program Deputy Administrators and Directors will:
 - (1) Ensure that all APHIS-owned or -leased facilities under their control have a designated official responsible for contacting their appropriate Agency security officer to ascertain security countermeasures needed at their respective facilities, and
 - (2) Request the necessary funds to implement the security program within their respective organizations, as advised and directed by appropriate Agency security personnel at the following offices:

- (a) All offices in the Western Region and Building B, Ft. Collins, CO, call 970-494-7169.
 - (b) All offices in the Eastern Region and the AERO, Raleigh, NC, call 301-734-6178.
 - (c) Riverdale, MD offices, call 301-734-5662.
- d. The Director, Employee Services Division (ESD), is responsible for the functional management of, and leadership for, the APHIS National Security Program, and will:
 - (1) Develop and issue security policy and procedures that are implemented consistently on an Agencywide basis,
 - (2) Coordinate with Directors of each APHIS-owned or -leased facility to ensure vulnerability assessments are conducted at their facility and plans generated to implement the recommendations of the assessment,
 - (3) Ensure that steps are put into place so that every Agency location meets, or has adopted plans to meet, minimum physical security standards, procedures, and protocols established by DOJ and/or by APHIS-contracted or -provided security assessments.
 - (4) Coordinate with Directors of each APHIS-owned or -leased facility to establish procedures which successfully implement guidelines of the security program.
- e. Directors of each APHIS-Owned or -Leased Facility will:
 - (1) Advise their respective Deputy Administrator and the National Security Staff when security assessment activities reveal situations requiring immediate corrective action,
 - (2) Keep headquarters National Security personnel informed of any threats directed against APHIS-owned or -leased facilities and their personnel, as well as the capabilities and limitations of the facility security program to counter such activities, and
 - (3) Consult with Agency Security personnel with any concerns or questions about procedures for ID badging and the necessity of obtaining security guards.

- f. The Director, Administrative Services Division, is responsible for ensuring that appropriate Architecture/Engineering personnel contact ESD security specialist to review and provide input to building specifications before any construction contracts are awarded, in order to ensure expensive retrofitting is not required.
- g. The National Security Program staff:
 - (1) Serves as the security focal point for all APHIS offices,
 - (2) Develops internal Agency policies and procedures to ensure the Agency's compliance with minimum security standards developed by the DOJ,
 - (3) Assists in the implementation of minimum security standards in all APHIS offices,
 - (4) Provides educational material as it relates to security and building emergencies,
 - (5) Provides technical assistance in the implementation and installation of security systems in APHIS occupied spaces (leased or owned), and
 - (6) Researches, plans, develops, and implements security strategies and budgets from a program and/or Agency level.

7. INQUIRIES

- a. Direct inquiries regarding the APHIS National Security Program to the offices listed in section 6.c. (a) through (c).
- b. This Notice is available on the APHIS Employee Library website at ***www.aphis.usda.gov/library***.
- c. Additional information pertaining the APHIS National Security Program can be found at ***www.aphis.usda.gov/mrpbs***.

/s/
Bobby R. Acord
Administrator